



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT
(PM) INST 5218.2
Supply/Logistics PM

02 MAY 2000

COMNAVREG MIDLANT (PROGRAM MANAGER) INSTRUCTION 5218.2

Subj: NAVY OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP)

Ref: (a) Federal Records Act of 1950 (44 U.S.C. 2901)
Section 506 (b) Part 101-9
(b) DOD 4525.8-M
(c) OPNAVINST 5218.7 Series
(d) OPNAVINST 5112.5 Series
(e) OPNAVINST 5112.6 Series
(f) OPNAVNOTE 5218 of 11 Oct 91

1. Purpose. To issue policy, procedures, responsibilities and authority for the Navy Official Mail Cost Control Program (OMCCD). This involves handling and distribution of official material/mail within Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) shore support organization in the Hampton Roads Navy Concentration Area (NCA), as well as supplementing the information contained in references (a) through (f).

2. Cancellation. COMNAVBASENORVAINST 5218.2C.

3. Background. Commanding Officer, Fleet and Industrial Supply Center (FISC), Norfolk/Program Manager for Supply and Logistics is responsible for Official Material/Mail Services within Hampton Roads NCA and is tasked with providing quality services while keeping postal expenses under control.

4. Action. Ensure all personnel serviced by the Regional Material/Mail Program are knowledgeable of and comply with policy and procedures herein.

W. L. DILLINGER
Chief of Staff

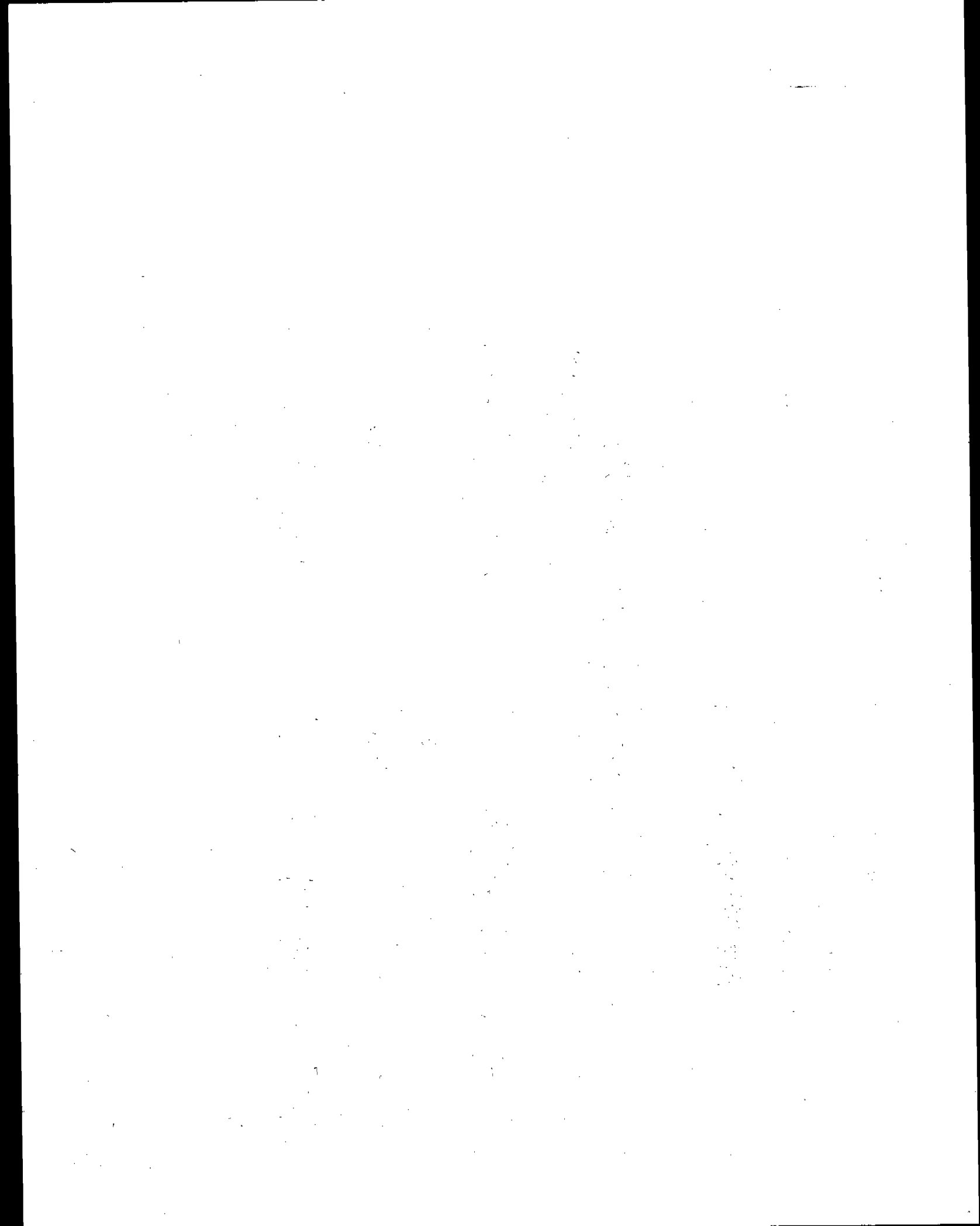
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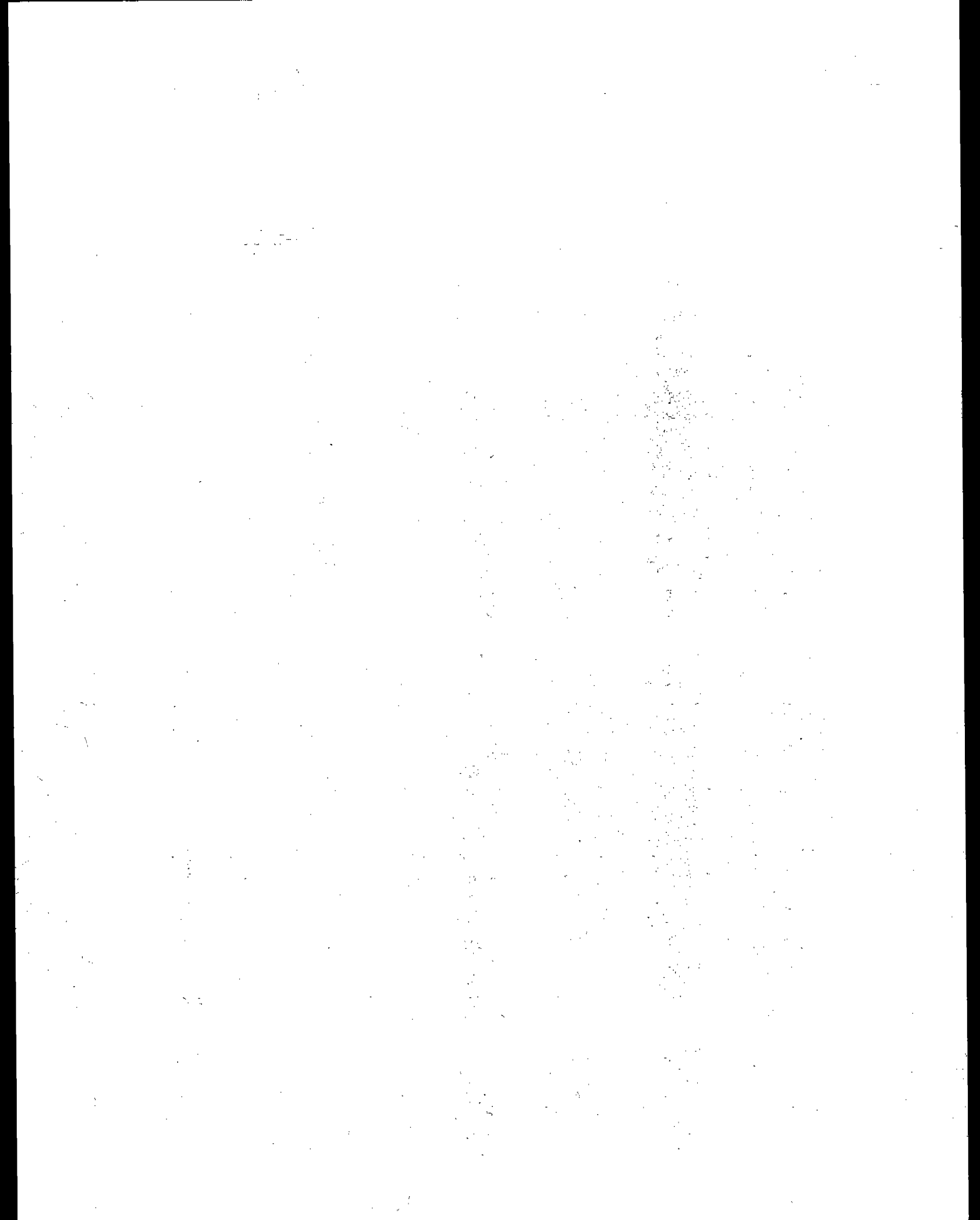


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CHAPTER I

GENERAL

1. Introduction. This instruction is issued in compliance with references (a) through (e) to establish policies and procedures and provide guidance for the processing, receipt, and dispatch of official material. In addition, this instruction establishes the Regional Navy Official Mail Cost Control Program (RNOMCCP) which emphasizes those positive mail management techniques that will reduce Navy postal costs and provide additional information to that contained in references (a) through (c).

2. Applicability. This instruction applies to all Navy shore activities, under the COMNAVREG MIDLANT shore support organization in the Hampton Roads Navy Concentration Area (NCA) afloat staffs, deployable units/squadrons, and ships when physically present in the Hampton Roads area. Also applies to all non-Navy Government activities receiving service from the FISC Norfolk Regional Navy Mail Center (RNMC).

3. Direction. Regional Supply/Logistics Program Manager (Supply/Logistics PM) will administer the Navy Official Mail Cost Program (OMCCP) and the Consolidated Mail Facility through the Regional Director of Postal Operations.

a. The Director of Postal Operations will:

(1) Be the primary point of contact between Naval activities and the United States Post Office.

(2) Be the primary point of contact between Naval activities and Commander, Naval Supply Systems Command (Program Manager for positive accountability for official mail costs).

(3) Endorse all correspondence concerning postal matters, including the acquisition of mail handling equipment.

(4) Implement and monitor mail-handling procedures in compliance with U.S. Postal Service (USPS) policy, DOD Regulations and Department of the Navy Instructions.

(5) Provide technical guidance, assistance, and direction to all Naval activities in resolving day-to-day operational and procedural problems.

(6) Have full and final technical management authority of postal operations, support, and services provided to Naval activities within the designated areas.

(7) Provide training for area official mail managers.

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(8) Collect and monitor postal expenses incurred by Navy activities under the scope of this instruction.

(9) Coordinate mailing address assignments and/or changes for shore activities, within the region of responsibility.

(10) Manage the FISC Norfolk RNMC, providing a full range of official material/mail services to designated area activities.

b. Installation commanders and individual commands may issue supplemental official material/mail handling instructions to the extent such instructions do not abridge the policy and procedures contained herein. Forward copies of any supplemental instructions to FISC Norfolk (Code 308) for review.

4. Official Material. All items belonging to, or exclusively pertaining to the business of the U.S. Government, are classified as official material. The internal handling, processing and transportation of official material does not come under the purview of rules, regulations and laws instituted by the USPS, except as follows:

a. Transportation of any material, classified as First Class, over any route determined to be a "post road", is restricted to material between separate locations of the same agency, and must be carried by a full time employee of the agency originating the material.

b. When official material is postmarked or turned over to a representative of the USPS, the material becomes subject to all rules and regulations issued by the USPS.

c. USPS inspections, search procedures, and postal laws apply to official matter only while it is in the physical possession of the USPS.

d. When the USPS delivers official material to a designated representative of the addressee, the USPS relinquishes all authority and control over the material.

e. The internal handling of official material will be governed by policy and instructions issued by COMNAVREG MIDLANT as Regional Area Coordinator for the Navy Official Mail Cost Control Program.

5. Personal/Vice Official Mail. The following are guidelines in determining if mail is personal or official:

a. First line of address contains only an individual name, or rank and name - Personal.

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b. Address contains persons name, accompanied by title (supply officer, command master chief, training officer) - Official.

c. Address contains an attention line, followed by an individual's name - Official.

d. Mail addressed to Commander, Commanding Officer, Officer in Charge, Director - Official.

e. Return address does not determine if mail is official.

6. Policy and Operational Channels. FISC Norfolk will be the primary point of contact with higher authority and USPS on official mail policy matters. Figure I-1 illustrates official mail policy and operational channels.

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ORGANIZATION CHART

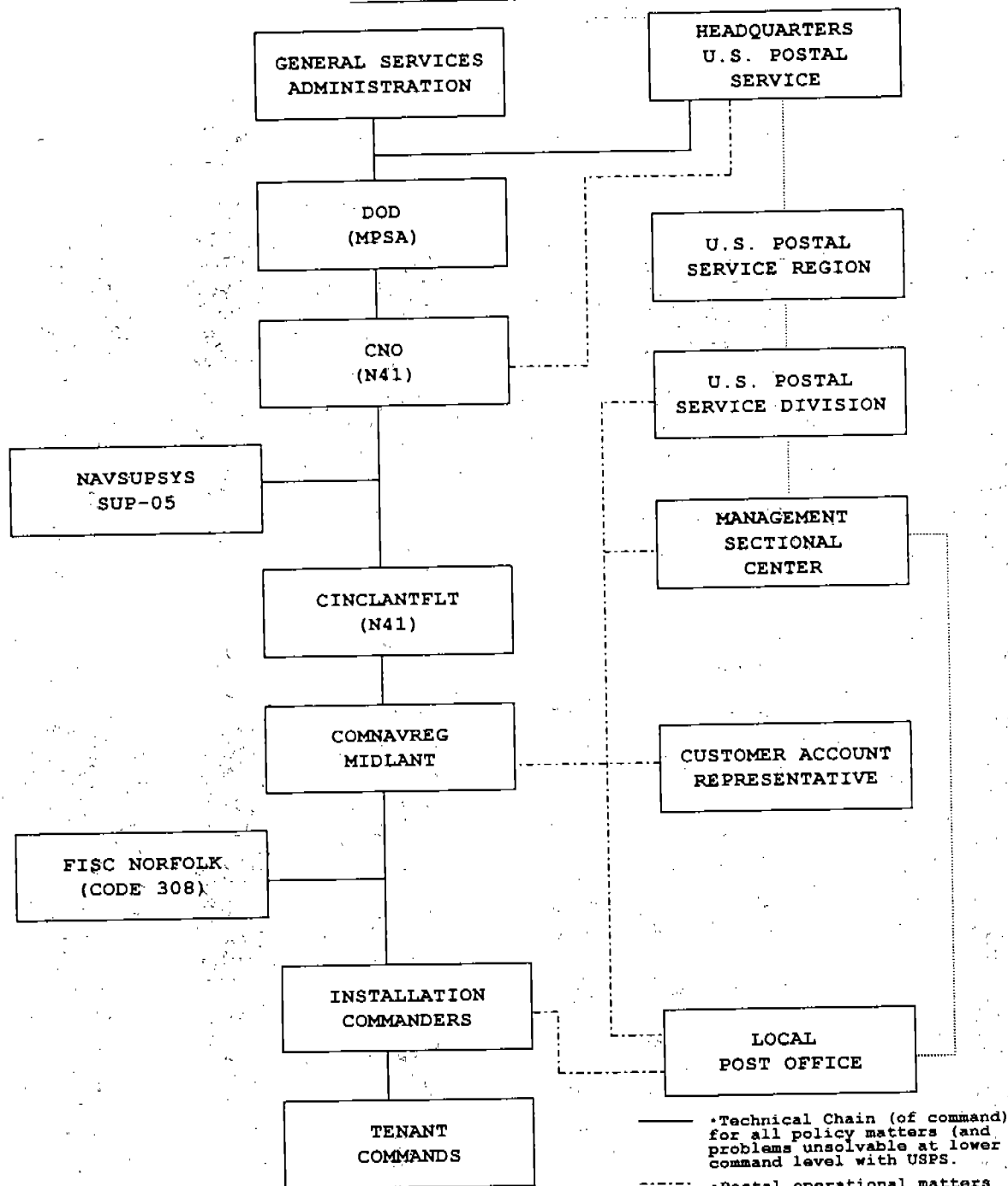


Figure I-1

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CHAPTER II

OFFICIAL MAIL MANAGERS

1. Supply/Logistics PM, Director of Postal Operations is the Regional Official Mail Manager for the Navy Official Mail Cost Control Program (OMCCP).
2. Installation commanders will appoint an official mail manager who will act as liaison between Program Manager and tenant activities.
3. Every command, detachment, or office that originates or receives official mail at an independent address will designate in writing a commissioned or warrant officer, senior petty officer (E-7) or equivalent U.S. civilian employee (GS-7) to act as the Official Mail Manager (OMM). This requirement is waived only when the activity concerned has no personnel in the grades specified. Commands may also appoint no more than two assistant mail managers (AOMM) to act in the absence of the OMM. The AOMMs must also be designated in writing and must be E-6/GS-6 or higher. Appointment of command mail orderlies/clerks is not authorized. Large commands may delegate OMM duties and responsibilities to the department level if deemed appropriate. Appointment letters will be signed by the command OMM and all regulations concerning appointments will apply. The OMM/AOMM will be responsible for the following:
 - a. Point of contact for the regional and installation OMMs.
 - b. Insuring that their command is in compliance with all existing regulations concerning official material/mail.
 - c. Insuring mail orderlies/clerks are properly designated and trained.
 - d. Review and authorize use of Business Reply Mail (BRM) for such events as change of command, retirements, and request for information.
 - e. Review and authorization of all permit (items mailed without applying postage) mailings.
 - f. Authorization of all overnight/next day delivery services requested.
 - g. Accountability for any postage stamps, pre-stamped envelopes or cards in possession of the command.
 - h. Security and safeguarding of all official material/mail and personal mail received by the command.
4. Appointment letters for OMM & AOMM will contain the following information:

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- a. Full name
- b. Grade, rank, rate or civilian position
- c. Office phone number

Copies of all appointment letters will be provided to FISC Norfolk (Code 308). (See Figure II-1 for sample of designation letter).

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SAMPLE

From: Commander, Operational Test and Evaluation Force
To: Program Manager for Supply and Logistics, Fleet and Industrial
Supply Center, Norfolk (Code 308)

Subj: DESIGNATION OF OFFICIAL MAIL MANAGERS

Ref: (a) OPNAVINST 5218.7 Series
(b) COMNAVBASENORVAINST 5218.2 Series

1. Per references (a) and (b), the following personnel are hereby designated as official and/or assistant mail managers for this command. All personnel are familiar with references (a) and (b), this designation will remain in effect until their detachment, or otherwise revoked.

<u>RATE/RANK/NAME</u>	<u>POSITION</u>	<u>PHONE</u>	<u>E-MAIL</u>
YNCS(SW) Robert Smith	OMM	444-9999	r.smith@optev.navy.mil
YN1 Jim Miller	AOMM	444-9999	j.miller@optev.navy.mil

2. Official mailing address for Commander, Operational Test and Evaluation Force is:

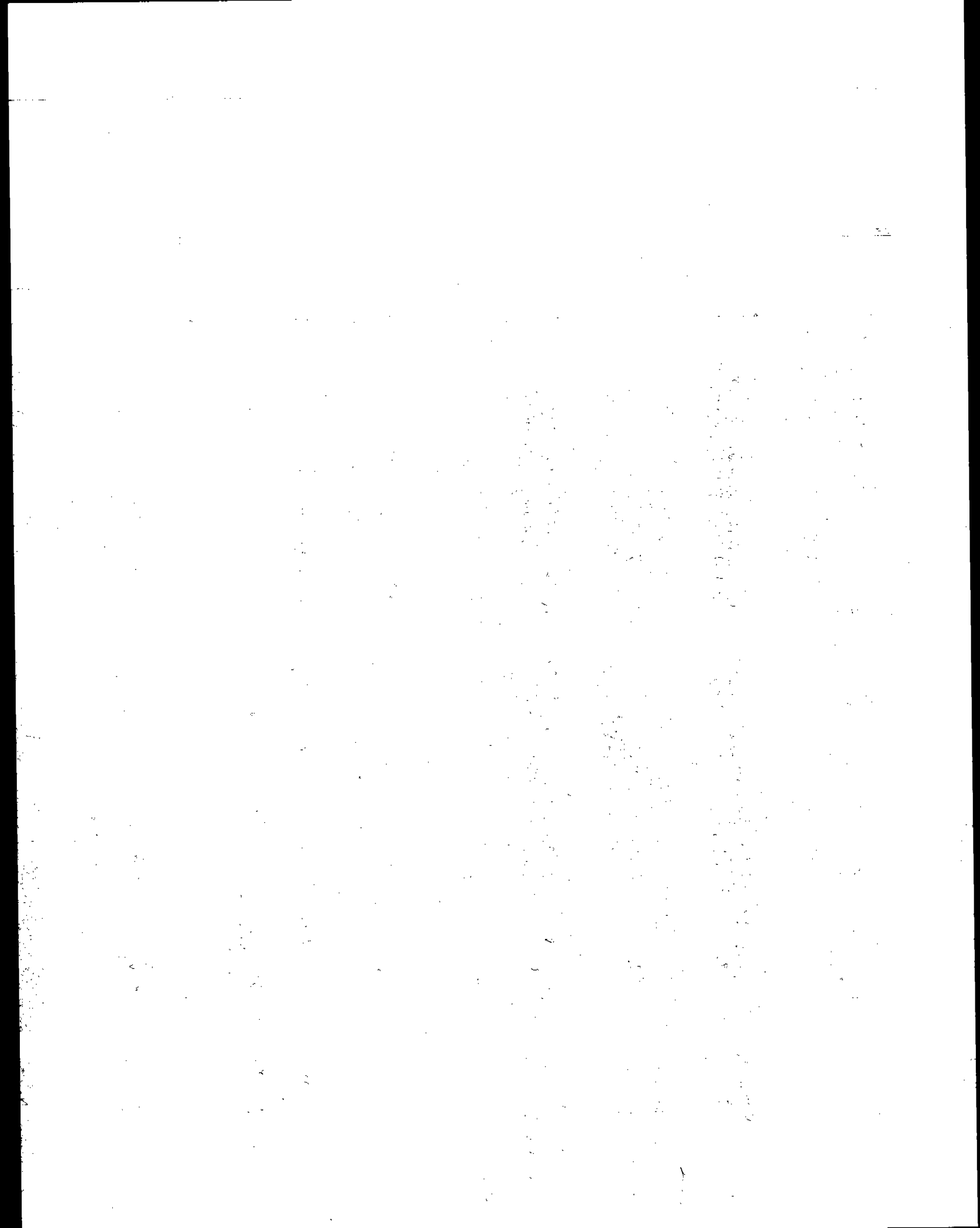
COMMANDER
OPERATIONAL TEST AND EVALUATION FORCE
7970 DIVEN STREET
NORFOLK VA 23505-1498

3. This letter supersedes all previous designation letters.

SIGNATURE

SAMPLE

FIGURE II-1



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CHAPTER III

OFFICIAL MATERIAL/MAIL PREPARATION

1. In order that all material/mail is handled promptly and efficiently with delivery to its ultimate destination within acceptable parameters, it is imperative that the originators apply a clear, complete and concise delivery address to all outgoing material/mail regardless of the method of delivery. The originator of all material/mail is responsible for the packaging, labeling, addressing and preparation for dispatch of all articles presented to the RNMC.

2. For material that will be dispatched via the USPS or other designated third party carriers, to addresses outside the RNMC Inter-Area Messenger Service, preparation and addressing must meet all DOD, DON, COMNAVREG MIDLANT, and the special carriers minimum requirements.

a. Destination and return address will be in accordance with Chapter VI of this instruction.

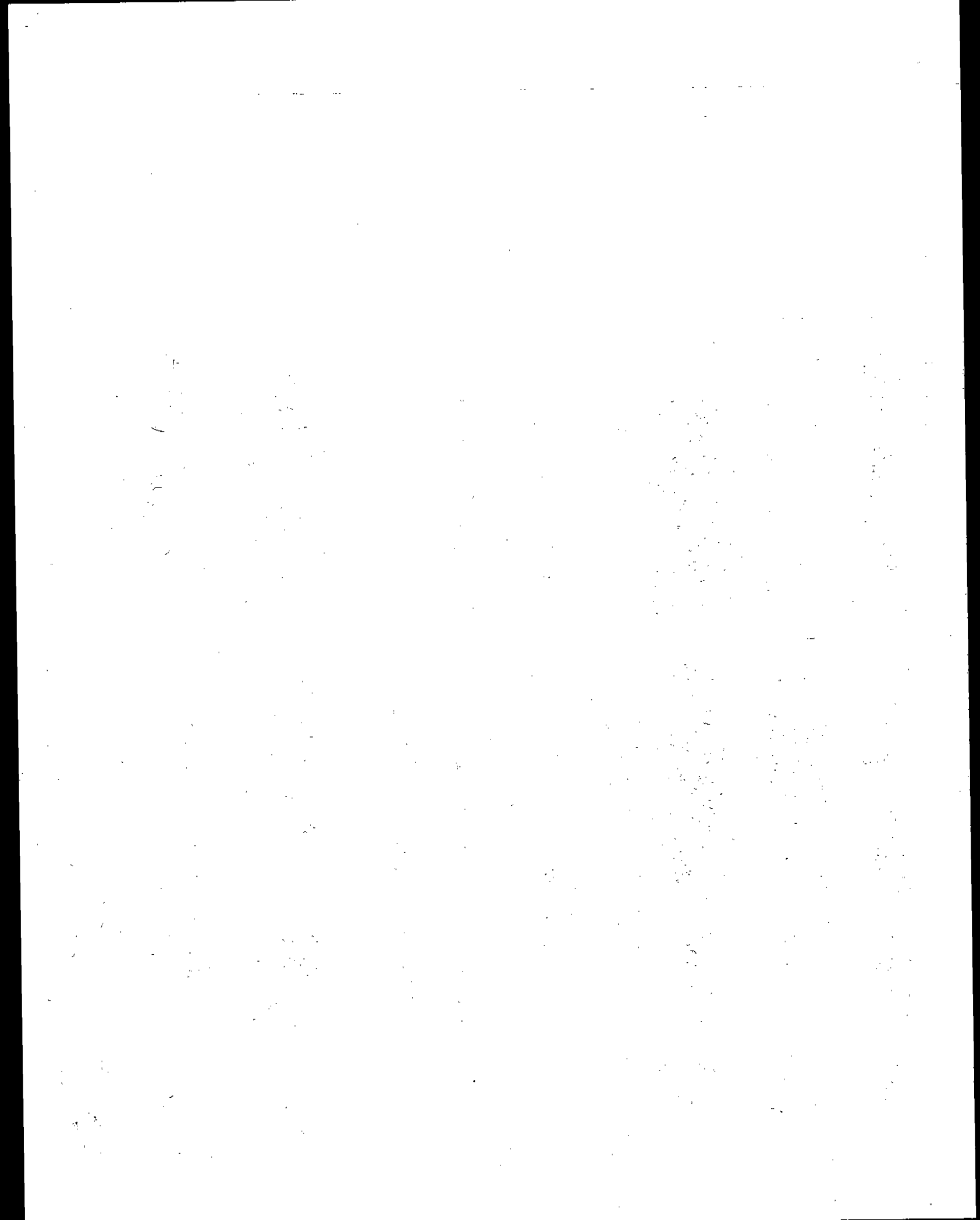
b. All official mail must have the statement "Official Business" printed directly below the last line of the return address.

c. All Navy official mail must have the statement "Department of the Navy" printed directly above the first line of the return address.

d. It is the originator's responsibility to properly endorse mail pieces. Endorsement means to mark clearly on each piece the words "First Class, Priority, Standard Mail A or B". Mail piece not endorsed will be processed at the most economical rate for dispatching.

e. The originator will select the appropriate envelope, or packaging material and sealing items to insure that all DOD and carrier requirements are met. Material improperly packaged or sealed will be returned to the originator.

3. For material to be delivered via the RNMC Inter-Area Messenger Service, COMNAVREGMIDLANT (PM) INST 5218.1 contains information on addressing and preparation.



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CHAPTER IV

OFFICIAL MATERIAL/ MAIL DISTRIBUTION

1. The distribution of official material will be governed by the following:

a. All material addressed to commands or activities serviced by the inter-area distribution system, including accountable items, will be processed and dispatched within the system without the application of postage or fees paid to a third party carrier.

b. All material addressed to commands or activities serviced by the world-wide consolidated mail system, including accountable items, will be processed and dispatched as consolidated mail shipment. The only exemption will be expedited shipments requiring next working day delivery.

c. All other material will be processed and dispatched in accordance with class, priority and destination, via the USPS or other appropriate carrier as appropriate to meet existing regulations and the desire of the customer.

2. Originating commands will insure that all material/mail presented for processing, distribution and dispatch is prepared in the following manner:

a. All material will be properly packaged, labeled and prepared for dispatch when presented to the servicing RNMC office. It is the originator's responsibility to insure proper packaging material is used, and all material is sealed in accordance with written regulations. The originator will have prepared any applicable paper work associated with the dispatch of accountable mail, and present it along with the material.

b. All material addressed to commands within the Inter-Area Mail System will be separated and marked by using the appropriate route number associated with the mail, example: All mail originated on NAVSTA Norfolk and addressed to commands located at NAVPHIBASE Little Creek will be marked with the route number 7A.

c. All material addressed to commands with an FPO address will be separated by the three FPOs: AA, AE, and AP.

d. Remaining material will be separated by letters, flats and packages.

3. RNMC personnel will inspect material at time of delivery or pick-up. Material not meeting requirements will be returned to the clerk with an explanation for its refusal. Material found to have

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discrepancies after the delivery clerk has departed will be held and returned the following day with in appropriate explanation.

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CHAPTER V

OFFICIAL ORDERLIES/CLERKS

1. All personnel handling official material and/or personal mail will be designated as an official material mail clerk/orderly. These personnel shall meet the following qualifications:

a. Be a U.S. citizen and be eligible for a SECRET clearance. An Entrance National Agency Check (ENTNAC) or National Agency Check with written inquiry (NACI), or its equivalent should be on file.

b. Have no record of the following:

(1) Conviction by court-martial.

(2) Punishment under Article 15 (Title 10, U.S.C., Chapter 47, "The Uniform Code of Military Justice"), involving a postal related incident in the last 12 months.

(3) Civil convictions other than minor traffic violations.

c. Have no record of derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.

d. Be evaluated as not having a psychiatric, alcoholic, or drug abuse condition based on a review of personnel and medical records.

2. Personnel will be designated orderlies/clerks only after completing RNMC training program. DD Form 285 will be utilized to designate all mail orderlies clerks.

3. Different levels of mail orderlies/clerks will be designated depending on command procedures and mail handling responsibilities.

a. Command mail orderly/clerk. Designated to pick-up/deliver and process all incoming and outgoing mail for the command. These orderlies/clerks normally pick-up incoming official and personal directly from a USPS Branch, or from one of the area Navy distribution offices, and deliver outgoing official mail to a mail metering facility. Command orderlies/clerks will be designated as follows:

(1) A letter of designation will be given to each newly appointed mail orderly/clerk.

(2) Each designated mail orderly/clerk will be issued an appointment of mail orderly/clerk card, DD Form 285. The card will be prepared in duplicate. The command OMM or higher authority will sign as appointing official.

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(3) Each command will maintain a unit mail clerk/orderly designation log, DD Form 2260, along with the original of the designation letter.

(4) A copy of the designation letter along with a copy of the DD Form 285 will be provided to the Navy Mail Center/Postal Index providing official material/mail service. The units servicing USPS Branch Offices may also require a copy of the DD Form 285.

(5) Each orderly/clerk's DD Form 285 must be validated in Block 10. This validation is obtained from your servicing RNMC.

(6) All command orderlies/clerks will attend mail handlers training before becoming designated. RNMC will provide training classes on a regular basis at each Navy installation.

b. Inter-command mail orderly/clerks designated to pick-up and/or deliver department, division or office mail only from the commands own mailroom. Inter-command mail orderlies/clerks will be designated as follows:

(1) Department Head/Division Officer will nominate clerks/orderlies, and sign DD Form 285 as the appointing official.

(2) Command OMM/AOMM may validate in Block 10 all inter-command DD Form 285's. Note: Inter-command orderlies/clerks are not authorized to pick-up mail from USPS Branch Office or official material/mail distribution offices.

(3) Distribution of the DD Form 285

(a) Orderly/Clerk appointed

(b) Command central mailroom

4. Designated official material clerks/mail orderlies will carry their DD Form 285 when performing duties involved with pick-up/delivery of official material/mail.

5. Official material, while in the possession of designated clerks/orderlies, will not be left unattended or in the possession of another person. When being transported by vehicle, the vehicle must be capable of being locked at all times. Clerks/orderlies will make no personal stops when transporting official material.

6. Relief of designated orderlies/clerks. When designated personnel are relieved due to transfer or assignment to other duties, the command OMM/AOMM shall:

a. Retrieve the individuals DD Form 285 and destroy.

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CHAPTER VI

ADDRESSING OF OUTGOING MAIL

1. Incorrect and incomplete addresses are the greatest cause of delay or nondelivery of mail. They are usually attributable to non-availability of readily accessible lists of correct addresses or non-familiarity with the existence and use of various sources of mail address information.

2. Address all official material/mail that will be dispatched through the USPS in accordance with references (b) and (c) and USPS Publication 25 (A Guide To Business Mail Preparation).

3. Department of Navy Implementation of USPS Automation Compatible Addresses reference (f) directed that all Navy shore activities be assigned street addresses in order that official mail could be provided the same handling and distribution as commercial and private mail.

4. Navy official mail will be addressed as follows:

a. Typewritten or machine printed upper and lowercase are permissible, all uppercase is preferred.

(1) Rubber stamps are not authorized.

(2) Script, italic or other specialized prints must not be used.

b. Limited to five lines.

Line 1 - Title of official in charge
Line 2 - Attn. - Office Code - etc.
Line 3 - Name of command/activity
Line 4 - Number and street name or post office box
Line 5 - City, State and Zip Code

c. Each line should contain no more than 47 characters.

d. No punctuation, except the hyphen in the zip+4 code should be used.

e. No additional information will appear below the city, state and zip code line.

f. For international mail, the destination country will appear as the last line of the address. No other information should appear on this line. See Figure VI-1 for proper address examples.

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5. Exceptions to this requirement will be permitted in cases where the addressee filled out the mailing label, envelope, or card so that certain information could be mailed at a later date. Other exceptions will be considered on an individual basis. Exceptions should be requested prior to the preparation of the envelope, not on the day of mailing.

6. The originator of each piece of official mail will place his return address, including the full Zip+4 in the upper left corner of the envelope or mailing label. All mail will have the statement "Official Business" typed or pre-printed directly below the last line of the return address. For Navy commands the statement "Department of the Navy" will appear, directly above the first line of the return address. Rubber stamps may be used for return addresses as long as they are legible and contain all required information.

7. The use of pre-addressed envelopes containing a return address other than a command serviced by the official mail facility will not be accepted for processing. A mailing label containing all required return address information of the command presenting the mail must be placed over the pre-printed return address or a new envelope prepared.

8. Material not prepared in the proper format will be returned to originator.

9. Material not having a return address, will be opened in order to identify the originator and returned if possible. No material without a return address will have postage affixed and dispatched.

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ADDRESSEE

COMMANDING OFFICER
SUBMARINE TRAINING FACILITY NORFOLK
1915 C AVE
NORFOLK VA 23511-3791

COMMANDING OFFICER
PERSUPPACT NORFOLK
1755 POWHATAN ST STE 200
NORFOLK VA 23511-2985

COMMANDER
ATTN: LCDR DOLE
NAVAL SURFACE FORCE US ATLANTIC FLEET
1430 MITSCHER AVE
NORFOLK VA 23551-2494

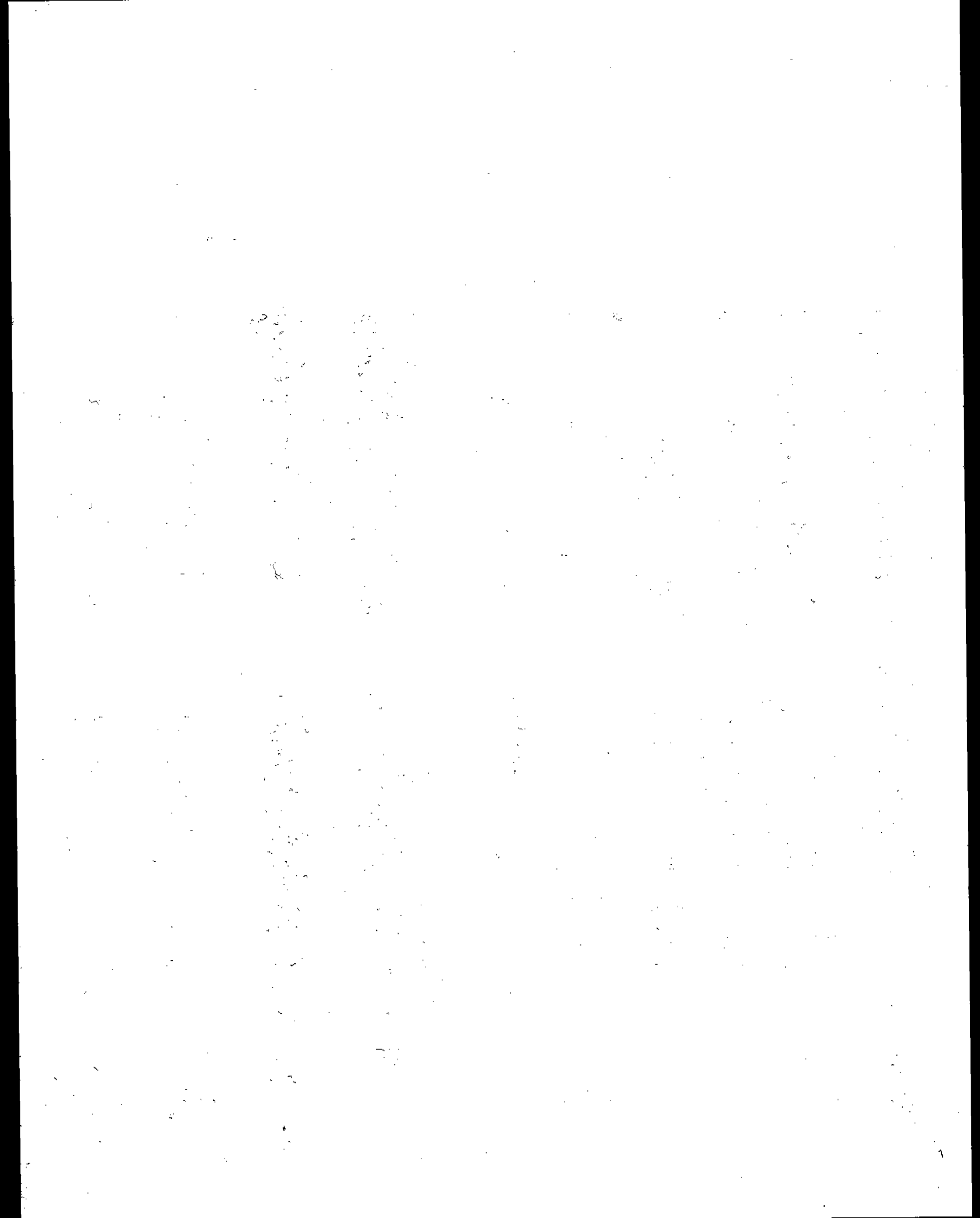
COMMAND MASTER CHIEF
NAVSTA NORFOLK
1530 GILBERT ST STE 2000
NORFOLK VA 23511-2722

COMMANDING OFFICER
CARAEWRON ONE TWO ONE
UNIT 60136
FPO AE 09507-6406

RETURN ADDRESS

DEPARTMENT OF THE NAVY
COMMANDING OFFICER
PERSUPPACT NORFOLK
1755 POWHATAN ST STE 200
NORFOLK VA 23511-2985
OFFICIAL BUSINESS

FIGURE VI-1

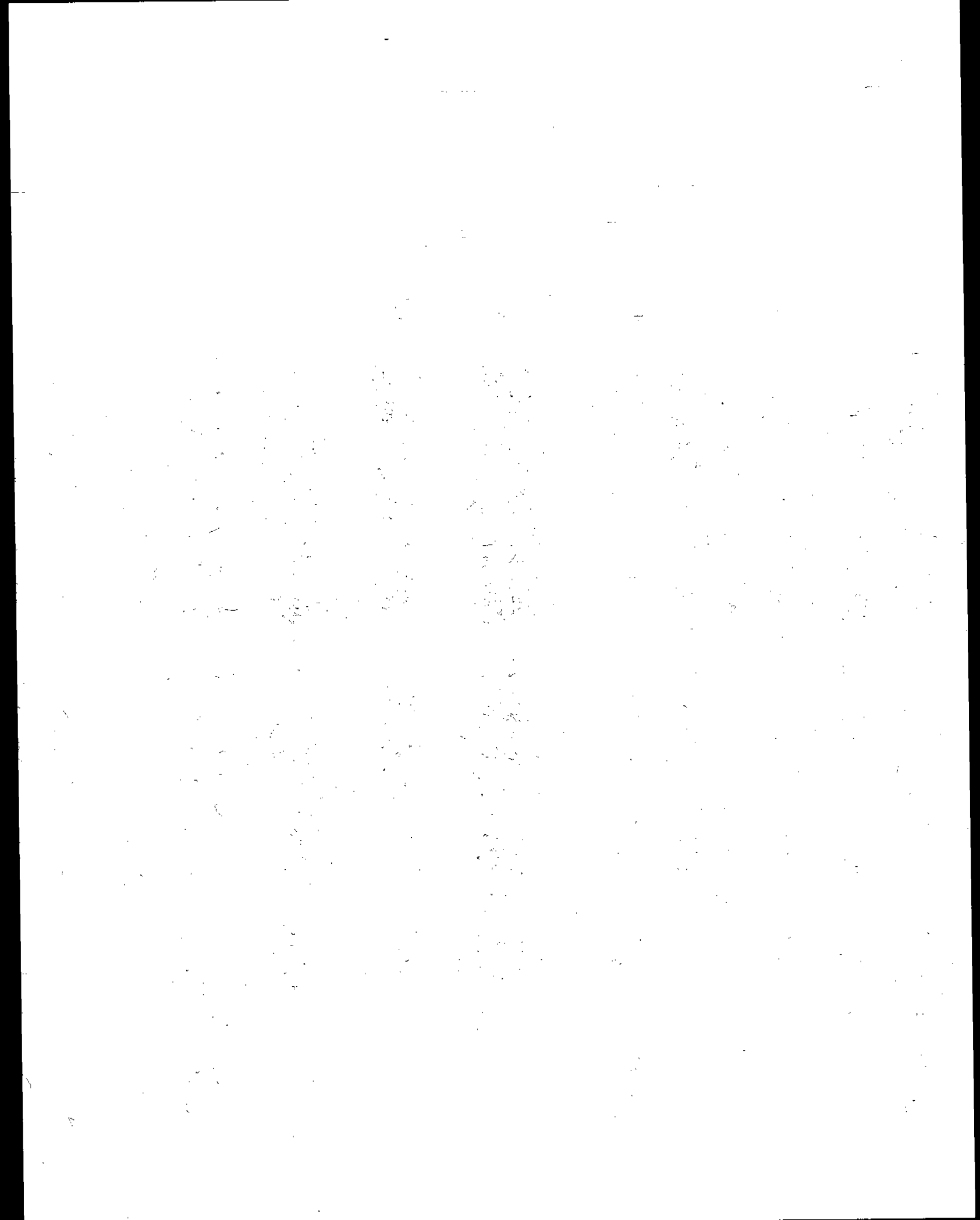


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CHAPTER VII

OFFICIAL MAILING ADDRESSES

1. Navy installations are required to provide all activities physically located within each installation's boundaries, with an actual street address for mail and package delivery. These addresses, along with the activity name are then loaded into the USPS National Address Computer Files. Once loaded they allow the USPS to apply appropriate bar code information and sortation of military mail by automated means. It also allows for the application for discounted postal rates for outgoing official mail.
2. Chief of Naval Operations requires the assignment of an actual street address when establishing a new command; Department of Defense Activity Address Directory (DODAAD) requires establishment of street addresses; telephone companies are refusing to install telephones in buildings without street addresses, and implementation of area Emergency 911 Systems require street addresses.
3. Area installations not yet in compliance with OPNAV directives to establish street addressing should take action and accomplish the conversion at the earliest possible date.
4. Activities will contract the Director of Postal Operations in regards to the establishment of new addresses, disestablishment of an activity, and for all physical movement from one location to another. The RNMC will be responsible for coordinating all new and/or changes to activities official mailing address.



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CHAPTER VIII

PERSONAL MAIL

1. Incoming. GSA, DOD, and the Navy have issued restrictions on the receipt of personal mail by military and civilian employees of CONUS based commands. These restrictions are based on the premise that individuals residing where they receive direct service from the USPS should receive their mail at that address. The following are direct excerpts from GSA, DOD, and Navy Instructions concerning the receipt of personal mail.

a. Reference (a) (202(P), Federal Mail Management: "Notifying facility personnel that personal incoming, internal, and outgoing mail may not be processed in agency facilities. An exception may be granted at a facility for personnel living on the facility, or other situations where agency/facility personnel would otherwise suffer hardship."

b. DOD Postal Manual Vol II (DOD 4525.6-M Chapter 3): "Ensure personnel residing in housing or billeting where USPS provides delivery service are receiving their personal mail at their quarters address and not through the unit mail room. DOD resources or personnel may not be used to do duties which, by law or agreement, are the responsibility of USPS."

c. Reference (e) (Para 804.2): "Personal mail for personnel living on and off base in private or government quarters where USPS provides service shall be addressed to their home address to insure compliance with reference (a), Volume II. Mail for personnel living in barracks, BOQs, etc., where USPS does not provide service should be addressed to their unit address or box number address in order that it may be handled separately from the activities official mail."

2. Commands will initiate programs to restrict the receipt of personal mail by both military and civilian employees. Exceptions may be granted for the following:

a. Military members permanently residing in barracks/quarters not provided delivery service by the U.S. Post Office.

b. Military personnel, their dependents, and DOD civilians traveling under official orders may receive mail through their work address until a residence address is established.

c. For service members only, receipt of professional papers, journals, and other direct job related materials, or those service members whose duties prohibit their ability to receive mail daily at their quarters residence.

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3. Authorized incoming personal mail received into the official material distribution system continues to be governed by USPS policy and DOD regulations until it is delivered to the addressee or his designated (in writing) representative.

a. Non-accountable personal mail will be sorted and placed in an appropriate distribution box/bin of the command or office the addressee is attached to.

b. Non-accountable personal mail will be delivered to the mail clerk/orderly authorized to accept delivery of personal mail for his/her command or office.

c. Orderlies will deliver personal mail to the actual addressee. Personal mail shall not be left unattended prior to delivery.

d. Accountable personal mail (Registered, Certified, Insured, Restricted and Express) received will be handled in accordance with Chapter 4 of reference (c). Only the notice of receipt of accountable mail will be placed in the distribution box/bin. The actual article will be placed in a secure area where access and accountability can be maintained. In accordance with Article 301, paragraph 4c of reference (d), local commands may authorize designated Navy orderlies to deliver personal accountable mail to addressees. A chain of receipts is required and designated orderlies must be capable of producing the article or a signed receipt by the addressee.

e. Personal mail received by a command, which is not addressed to an individual attached to that command, will be provided directory service and returned to the USPS. Personal mail received by a command, which is not specifically addressed to that command, will not be provided directory service, it will be returned to the USPS for correct distribution.

4. Personnel living in quarters or barracks not serviced by the USPS, and authorized to receive personal mail via their units address, must insure correspondents are provided with the correct address. Mail can not be properly delivered when it is addressed to barracks or work buildings. See Figure VIII-1 for correct personal mail format.

5. Mail Directory. Each command is required to maintain a mail directory file of all military personnel receiving mail through the activity. The following pertain:

a. Directory service will be performed for a minimum of 12 months following detachment or transfer. If TAD or student status for three months or less, perform directory for three months.

b. Mail directory will consist of OPNAV 5510/5 cards, (Notice of change of address), NAVMC 10572 (Mail directory file card) or similar system containing necessary information.

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c. Mail directory service is not authorized for civilian employees of a command.

For more information on Directory Service, see references (d) and (e).

6. Outgoing. Military and civilian employees are responsible for depositing personal mail at a USPS Branch Office or an authorized USPS mail receptacle. Mail orderlies/clerks are not authorized to provide delivery of another individual's personal mail to the USPS. Outgoing personal mail found in the official material/mail system will be returned to the originator for proper disposition.

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YN3 THOMAS SMITH
SUBTRAFAC NORFOLK
1915 C AVE
NORFOLK VA 23511-3791

BM1 KARL JONES
PORT OPS DIV
NAVAL STATION NORFOLK
1530 GILBERT ST STE 2000
NORFOLK VA 23511-2895

AZC BILL WRIGHT
ADMIN DEPT
VAW-121
UNIT 60136
FPO AE 09507-6406

FIGURE VIII-1

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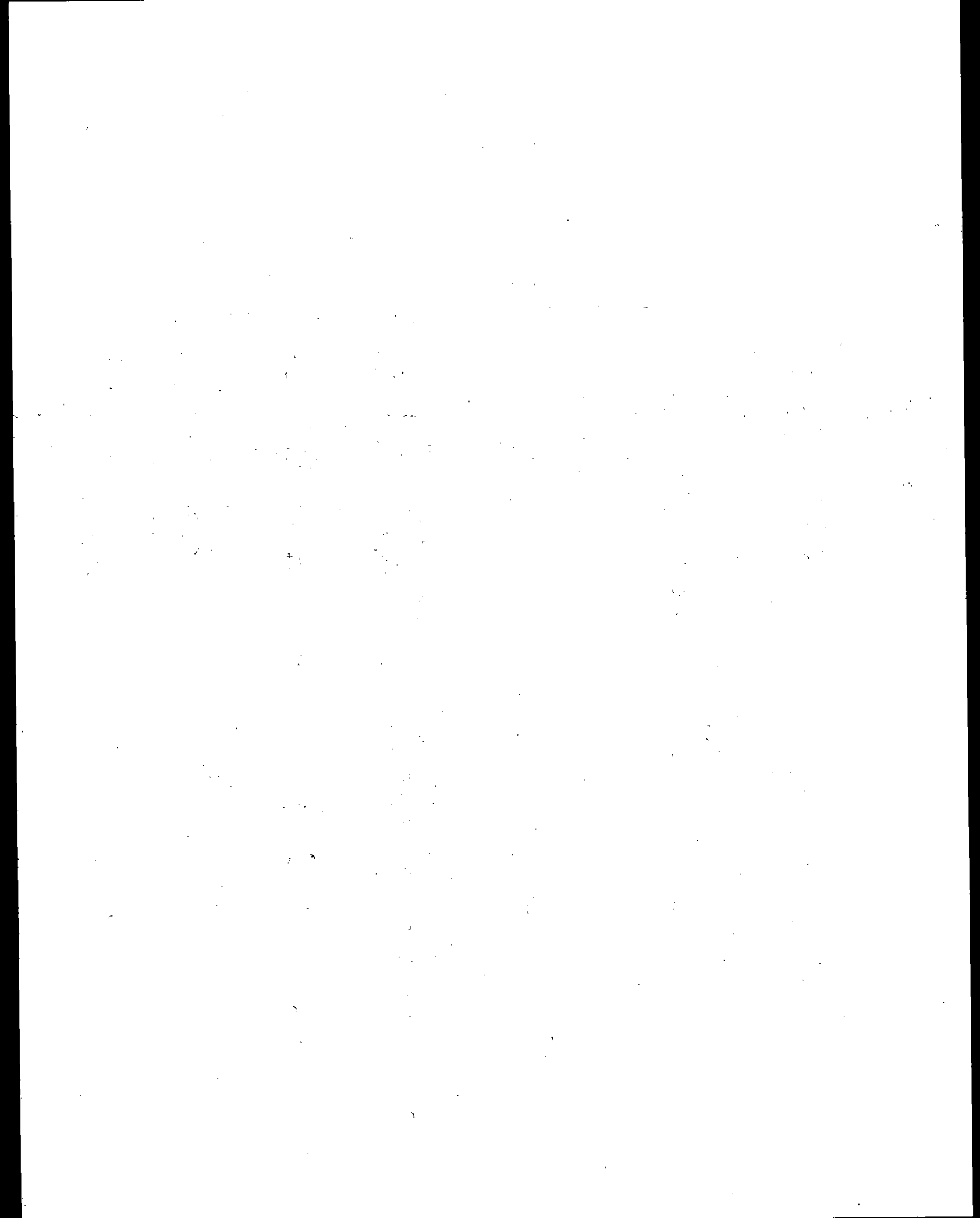
CHAPTER IX

INTER-AREA MESSENGER SERVICE

1. The NRMCM will provide daily messenger service between the Norfolk Naval Station site and other military installations within the Hampton Roads area. This service will be available to all Navy and Government agencies serviced by the NRMCM. The following installations are part of the NRMCM Messenger System.

- a. Naval Amphibious Base, Little Creek
- b. Naval Air Station, Oceana
- c. Fleet Combat Training Center, Atlantic (Dam Neck)
- d. Camp Pendleton, Virginia Beach
- e. Norfolk Naval Shipyard, Portsmouth
- f. Naval Medical Center, Portsmouth
- g. Naval Weapons Station, Yorktown
- h. Lafayette River Compound
- i. Cheatham Annex

2. Detailed use of the NRMCM messenger system is contained in COMNAVREGMIDLANT (PM) INST 5218.1.



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CHAPTER X

SERVICE STANDARDS

1. To insure that all commands and offices receive quality material/mail service, the following minimum levels of service are established and must be adhered to by all installations and commands involved in the receipt, processing, distribution and dispatch of official material/mail.

a. Incoming Mail. Official/Personal mail received directly from the U.S. Post Office or via consolidated official shipments will be processed daily and made ready for pick-up and/or delivery to the addressee no later than 1200 on the day of receipt. To insure important articles are processed first, mail should be processed in the following order:

- (1) Overnight Express (Note 1)
- (2) All first class letter material/mail
- (3) All other first class and priority
- (4) All accountable material/mail (Note 2)
- (5) All standard mail A and standard mail B (Note 2)

Note 1: When express mail is received after normal pick-up or delivery times of the addressee, the addressee will be called and informed of the availability for pick-up of the mail piece.

Note 2: If working conditions prevent the distribution of all mail on day of receipt, accountable and standard mail A and B may be held, but must be ready for pick-up and/or delivery by 1200 the day following receipt.

b. Inter-Area. Official material that will be distributed through the existing inter-area (guard mail) system will be handled as follows:

- (1) For re-distribution within the same facility as received, ready for pick-up by the addressee the next working day following receipt.
- (2) For further distribution to another installation facility, delivered by 1200 the following working day.
- (3) If working conditions prevent the distribution of all inter-area material as noted above, accountable material may be held, but must be ready for pick-up and or delivered no later than the second working day following receipt.

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(4) Pick-up and delivery to RNMC Branch offices, and/or other commands, will be conducted once daily, Monday through Friday, excluding national holidays, severe weather conditions or other events beyond the control of RNMC personnel. Each branch office and/or command will have a regularly scheduled time of arrival and departure.

c. Outgoing Mail. Official Material/Mail received at a satellite office or ready for pick-up at time of arrival of RNMC carrier; will be transported to the RNMC and dispatched the same day. Material/Mail will be worked in the following priority.

(1) Overnight Express, expedited services.

(2) First Class and Priority, including all consolidated shipments. Consolidated dispatches of mail will occur daily, mail will not be held just to increase the volume as a means of reducing cost. If sufficient pieces are not present to produce a consolidated shipment, they will be individually metered and dispatched. Consolidated shipments may only be delayed on Thursday, if not preceding a holiday, to those geographic areas where the normal transit time is 2-3 days.

(3) United Parcel Ground Track

(4) Registered

(5) All other

(6) If working conditions prevent the dispatch of all mail on the day of receipt, categories (4) and (5) may be held, but must be dispatched the following working day.

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CHAPTER XI

OFFICIAL MATERIAL/MAIL SECURITY

1. Changes in regulations concerning the dispatch and transportation of classified material, including Secret, require new security awareness in the handling of all Government official mail.

a. Confidential must be sent by regular first class mail, except when being dispatched to an FPO/APO, or government contractor. There is no receipt system for confidential material sent via regular first class mail. Security regulations for regular first class mail only require safeguarding to prevent theft or damage to the mail.

b. Secret material may also be dispatched using the USPS, next day or overnight express, and with certain restrictions, via Federal Express (FEDEX). There are no specific security and/or chain of receipt regulations for either USPS overnight mail or FEDEX shipments. USPS overnight express and FEDEX are normally extended only the same safeguarding as normal First Class mail.

c. For comparison, it should be noted that all Registered Mail is assumed to contain at least secret material. Registered Mail must be held in a high security area or safe, a continuous chain of receipts must be maintained from dispatch to delivery, and only properly cleared personnel are allowed to receipt for Registered Mail.

2. The following is an excerpt from SECNAVINST 5510.36 (Department of the Navy (DON) Information Security Program (ISP) Regulations):

"Commanding officers shall establish standard operating procedures to include screening points, in order to ensure that all incoming mail, including bulk shipments, are secured until a determination is made as to whether or not they contain classified information. Overnight storage of certain unopened mail, overnight delivery, USPS Express, first class, certified or registered mail (all of which could contain classified information), shall be safeguarded per chapter 7, paragraphs 7-3 through 7-5 and reference (c)".

3. All Navy mail processing facilities, distribution points and individual command mailrooms will comply with the following security requirements for all material/mail.

a. Processing and distribution areas will be restricted to authorized personnel only.

b. Processing and distribution areas will be secured during non-working hours, or the absence of authorized personnel, with accountable access maintained. Physical requirements for the security of material/mail are contained in reference (d), and SECNAVINST 5510.36.

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c. Registered, USPS Overnight Express and FEDEX letters and packages should be secured separately until delivery or dispatch.

d. A continuous chain of receipts must be maintained for all registered, USPS Overnight Express and FEDEX.

e. The addressee or his designated representative must sign for all other accountable mail, certified, insured, etc.

f. Open access distribution bins are prohibited.

g. Receipt and distribution of material/mail will be made to only properly designated and cleared personnel.

4. It is everyone's responsibility to insure the security of all mail, to prevent loss, damage or the compromise of classified material. The method of transportation, U.S. Postal Service, FEDEX, or the Navy Intra-area distribution system does not alone dictate the importance or the content of the material being transported.

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CHAPTER XII

OVERNIGHT/NEXT DAY SERVICE

1. Overnight/next day service for extremely time sensitive material is available from the USPS and several other private couriers. Use of overnight/next day service is limited to that material which meets one of the following criteria:

- a. Mission failure probable.
- b. Significant monetary penalty by Navy will occur.
- c. Missing movement/transportation will occur.
- d. Extreme adverse effects to operations/personnel.
- e. Compelling circumstances in preparation occurred.
- f. Request not received in time to meet due date.

2. Expedited service (normally 2-3 days) is available to almost any address worldwide, including selected overseas FPO/APO shore activities. It is not available to any FPO/APO deployable unit (ship, staff, squadron). The following are current restrictions on the various carriers.

a. U.S. Postal Service. Available to all addresses within the continental United States, Hawaii, Alaska, Puerto Rico, and any territory where U.S. Postal Service has mail responsibility. International foreign addresses in accordance with the International Mail Manual, and selected FPO/APO overseas shore activities, in accordance with the Joint Military Postal Agency and the U.S. Post Office.

Note: It must be remembered that not all addresses are guaranteed next day delivery. There are exceptions even within the continental United States. Authorized FPO/APO addresses normally receive expedited service within 72 hours, but it is not guaranteed.

b. Other Carriers. Each of the other carriers has its own set of restrictions, each must be examined separately. Two restrictions they all have in common is that they can not deliver to an address using only a post office box number, or to any FPO/APO address. However, other carriers have larger size and weight allowances than the USPS. FEDEX also has a GSA contract which provides a greatly reduced rate for all shipments within the continental U.S., Puerto Rico, Hawaii and Alaska. The GSA contract does not apply to international FEDEX shipments.

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3. Classified material, up to and including Secret, may be sent via USPS next day to all addresses serviced directly by the USPS. This does not include FPO/APO addresses. FEDEX may also be used to ship classified, up to and including secret, as long as the address is within the continental U.S.

4. The command designated OMM or AOMM must approve the use of all expedited service. In the case of an emergency, the next senior person in the OMM's chain of command may sign the authorization for the OMM. The OMM's name should appear on the form, and the person signing should sign for.

5. Specific letters designating personnel to approve the use of Overnight Express, FEDEX, etc. are not permitted.

6. Figure XII-1 is a sample of the approval form for the use of expedited shipments.

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EXPEDITED SERVICE_____
DateAccount# _____
(Full 9 Digit Zip Code of mailing command)From: _____
(Name of Command)

Ref: (a) COMNAVREGMIDLANTINST 5218.2 Series

1. I certify the attached articles require expedited service for the following reason:

- a. _____ Mission failure probable.
- b. _____ Significant monetary penalty by Navy will occur.
- c. _____ Missing movement/transportation will occur.
- d. _____ Extreme adverse effect to operations/personnel.
- e. _____ Compelling circumstances in preparation occurred.
- f. _____ Request not received in time to meet due date.

2. I certify that if this article is addressed to an FPO/APO that it contains "No Classified Material."

3. I understand that expedited service to FPO/APO addresses means three to four days and is not guaranteed.

(Official Mail Manager)

For Friday Dispatch: Saturday Delivery Required _____

(Tracking No)

Figure XII-1

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CHAPTER XIII

BUSINESS REPLY AND PREPAID REPLY MAIL

1. Business reply and prepaid reply mail are methods utilized to provide prepaid postage to an activity or individual when the return of requested information is desired. The use of business reply and prepaid reply mail is restricted to the following:
 - a. To be used only when a reply is requested on official business from an activity or individual outside the U.S. Government who is not required by law to reply and when the receipt of the reply is in the best interest of the U.S. Government.
 - b. Not to be used to receive responses from DOD activities or personnel except retired personnel or reservists not assigned to a unit. DOD activities can return these items at their own expense, saving the U.S. Government the applicable accounting fee.
 - c. May be used for the return of RSVP cards for change of command and command sponsored retirement ceremonies.
2. All activities serviced by the RNMC, including deployable units and ships, will coordinate the use of RSVP cards for change of command and retirement ceremonies with the RNMC prior to printing. RNMC will provide the exact format for the use of the Business Permit to the activity for inclusion with their print request.
3. RNMC will establish liaison with local Defense Printing Service office to insure proper printing of all request. Activities should be aware that preparation by other than Defense Printing may produce an invalid product that will not be accepted.
4. Activities will be held responsible for the mailing cost of any business reply mail for which any part of the return address or other sections of the permit imprint have been altered.

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OFFICIAL BUSINESS



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 1000 NORFOLK VA

POSTAGE WILL BE PAID BY ADDRESSEE

NAVY MAIL CENTER
1983 H ST
NORFOLK, VA 23511-9963



POST CARDS

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 1000 NORFOLK VA

POSTAGE AND FEES PAID BY ADDRESSEE

NAVY MAIL CENTER
1983 H ST
NORFOLK VA 23511-9961



#10 SIZE REGULAR ENVELOPES

Figure XIII-1

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CHAPTER XIV

OFFICAL MAIL MANAGERS TRAINING

1. There is at present no required formal training course available for official managers. There is however a training manual and non-resident training course (NAVEDTRA 12053), that is recommended. The Regional Director of Postal Operations will keep installation and activity official mail managers informed of regulations and policy via the following methods.

- a. Publication of a quarterly official material/mail bulletin.
- b. Periodic official Mail Managers working luncheons.
- c. Issuance of flyers and notices with information of urgent interest.
- d. Scheduling of meeting with vendors, postal officials, and other program personnel as required.
- e. Provide individual command briefings as requested.
- f. Via e-mail if address provided.

2. It is the responsibility of the command official mail manager to disseminate information and provide training within their individual commands.

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CHAPTER XV

POSTAGE STAMPS, PREPAID ENVELOPES AND STAMPED CARDS

1. Commands are authorized to use regular USPS postage stamps, prepaid envelopes and stamped cards to accomplish the dispatch of official mail.
2. These items are intended for use in emergency situations or special circumstances where prior approval has been granted.
3. These items must be obtained directly from the RNMC. A letter from the activity, providing justification for their use and a list by exact denomination and quantity is required.
4. Accountability of U.S. postage stamps, prepaid envelopes and stamped cards rests with the command official mail manager. As a minimum the following safe guards will be established.
 - a. Custody of these items will be assigned to one individual in writing.
 - b. These items will be secured in a locked container to which only the custodian and the official mail manager have access.
 - c. The custodian will utilize the form in Figure XV-1 to record the daily use and disbursements of stamps and stamped envelopes. If postage is issued to another person, that persons name will be printed on the worksheet and their signature will appear over it.
 - d. The official mail manager will utilize the form in Figure XV-2 to conduct a monthly audit of all stock.
 - e. Dollar value of postage used will be reported semi-annually in accordance with requirements contained in Chapter XXII.

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OFFICIAL STAMP AUDIT		ACTIVITY
DENOMINATION OF STAMP	NUMBER OF STAMPS ON HAND	VALUE OF STAMPS ON HAND
.01		
.02		
.03		
.04		
.05		
.20		
.23		
.32		
.55		
.78		
1.00		
2.00		
3.00		
5.00		
No. 10 Envelope .38		
TOTAL VALUE OF STAMPS ON HAND		
STAMPS ON HAND AS OF THE LAST REPORTED MONTHLY AUDIT		
STAMPS PURCHASED SINCE LAST AUDIT		
BALANCE		
STAMPS ISSUED		
BALANCE		
STAMPS ON HAND AS A RESULT OF THE AUDIT		
BALANCE		
AUDITOR'S TYPED OR PRINTED NAME AND SIGNATURE		DATE

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CHAPTER XVI

FLYERS, BULLETINS AND OMBUDSMAN NEWSLETTERS

1. The use of appropriated funds to mail or dispatch command originated flyers, bulletins and Ombudsman newsletters is defined in the DOD Official Mail Manual, DOD 4525.8M. Appropriated funds may not be utilized to dispatch any material containing information that is not the exclusive business of the U.S. Government. Social items such as recipes, birth announcements, bowling scores, advertisements to sell or trade items, services that require the payment of a fee, etc. are not considered business of the government.
2. Once content of the flyer/bulletin is determined to be legally acceptable restrictions on mailing apply. Appropriated funds may be used for bulk shipments of daily, weekly or monthly, flyers, bulletins and newsletters consisting solely of official information to supported installations and activities only. The following exceptions will be permitted:
 - a. Ombudsman Newsletters. For all deployable units when deployed, to family members of all deployed personnel. When not deployed or for shore commands and non-deployable units to all family members not residing in the local area with the applicable servicemember.
 - b. Naval Reserve Units. Periodic bulletins intended primarily to provide reserve members with schedules of future drill and training dates.
 - c. Other. Command generated weekly, monthly or quarterly bulletins/ newsletters intended to primarily pass the word on information of general use to all hands, to all family members not residing in the local area with the applicable service member.
3. Internal command distribution to the service member/civilian employee should be utilized to the maximum extent possible.

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CHAPTER XVII

PERMIT MAIL

1. The payment of postage for certain types of official mail may be accomplished by use of a special mailing permit. Strict requirements on preparation and dispatch must be adhered to. Mailing by permit is normally restricted to large, periodic mailings. The following are some of the requirements that must be met to qualify for use of a permit.

- a. Size: All pieces in each mailing must be identical in size.
- b. Weight: All pieces in each mailing must be identical in weight.
- c. Volume: Minimums of 200 to 500 pieces are required at each mailing.

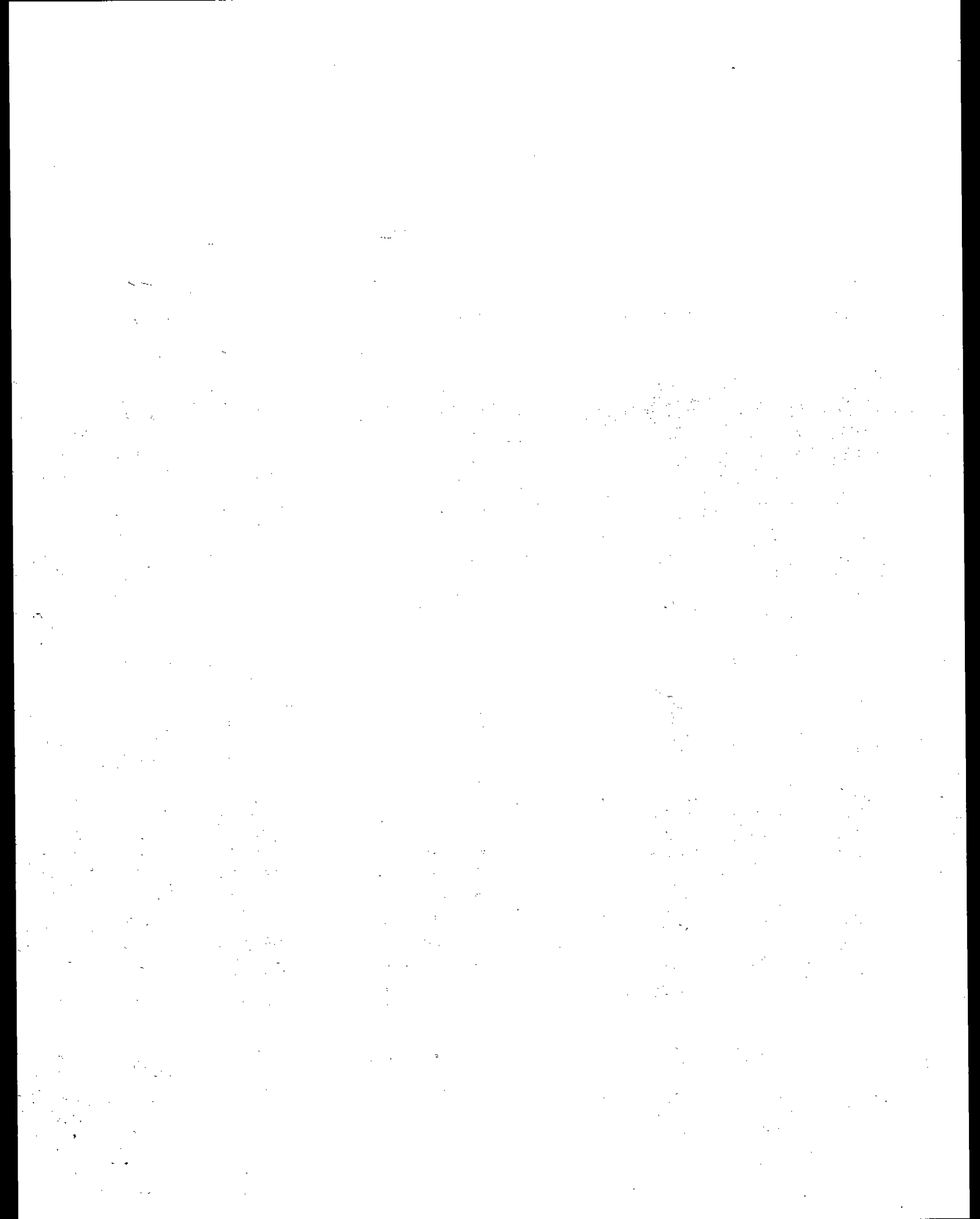
2. Permit mailing does not automatically mean the mailer will incur savings over regular mailings. Qualifying for discounted mailing rates means your mail must pass some of the following requirements.

- a. Addresses must be machine-readable.
- b. Addresses must be entered into the USPS nationwide address file.
- c. Mail must be pre-sorted by either three or five digit zip code.
- d. All mail must have a bar-code already printed on the mail piece.

3. All direct shipments of permit mail must be approved prior to delivery of mail to the USPS. The shipping document, USPS Form 3602 must be stamped and signed by the RNMC prior to delivery.

4. Permit mail may only be entered into the U.S. Postal System at the post office that issued the permit.

5. The RNMC will establish and maintain appropriate permits for use by all serviced commands.



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CHAPTER XVIII

RETURN RECEIPTS

1. USPS return receipts may be used only:

a. When proof of delivery of official mail to a non-government address is required. If proof of delivery to another government agency is required, an internal receipt form shall be utilized and the addressee shall be instructed to acknowledge receipt of the mailing by completing the form and returning it immediately.

b. First Class/Priority Mail

c. Specific items authorized to use return receipts are:

(1) Registered mail, Chapter XIX

(2) Certified mail, Chapter XX

d. When required by law, regulation, or the rules of another government agency with which the Navy must comply.

e. Items specifically authorized by Chief of Naval Operations. For items not specifically authorized by this instruction, activities are required to provide a copy of the law or specific authorization to the facility providing metering services.

2. Return Receipts will be prepared by the originator. All information on the receipt will be typed not hand written. The return address will be the commands complete mailing address, including ZIP + 4. Return receipts will not be used on piece that will be dispatched via a consolidated mail shipment or delivered via inter-area distribution system.

3. Return receipts are not a reliable form of proof of delivery. Return receipts are signed at the Post Office point of delivery at the same time a signature is obtained for the registered/certified item. Return receipts can become detached from the item prior to delivery or lost in the mail while being returned to the originator.

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CHAPTER XIX

REGISTERED MAIL

1. Registered mail is required for the transmission of the following items:

a. Secret material. (Secret material may be sent via USPS Overnight Express and FEDEX next day delivery, with certain restrictions).

b. NATO Confidential.

c. Confidential material mailed to an APO/FPO address.

2. Registered mail may be used for the transmission of the following items if no other means will provide required security and accountability, or if the U.S. Post Office is the only carrier serving the destination.

a. High value items that are one-of-a-kind, irreplaceable, sensitive, controlled, rare or pilferable and items having a replacement cost in excess of \$20,000. (There is no indemnity for loss or damage to material shipped via the USPS. The U.S. Government is a self-insurer).

b. Mailable shipments of government-owned firearms.

c. Service records, medical records, records of courts-martial.

d. Criminal investigation evidence.

e. Cash, original vouchers (disbursing and collecting), and voided or canceled checks.

f. Commercial transportation tickets, boarding passes, and military airlift command authorizations.

g. Environmental samples.

h. Notification of radiation exposure.

i. Mailing former evidence to its owner.

j. Mobilization pre-assignment orders to international addresses where this service is authorized.

k. Items required by law, regulation, or other government agency rules with which the Navy must comply.

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1. Items specifically authorized by the Chief of Naval Operations. For those items not specifically authorized by this instruction, activities are required to provide a copy of the law or specific authorization to the facility providing metering services.
3. Registered mail will be prepared by the originating office in compliance with existing instructions, and presented to the RNMC after, for dispatch utilizing PS Form 3877 or other acceptable format. RNMC will, after determining proper packaging and preparation, sign for, provide required security, and dispatch under continuous receipt to the USPS.
4. Registered mail is the most secure method of transmitting material. A continuous chain of receipt is maintained from originator to addressee. This security also increases transit times.
5. The cost of registered mail is based on the postage requirement for first class mail plus registration fee for each item.

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CHAPTER XX

CERTIFIED MAIL

1. Certified mail is authorized for the transmission of the following items:

a. Confidential material to facilities cleared for access to classified information under the DOD Industrial Security Program or to any non-DOD agency of the executive branch.

b. Letters notifying obligated reservists of unsatisfactory participation in drills or active duty orders to reservists.

c. Letters to establishments being declared "Off limits."

d. Equal employment opportunity case material mailed to complainants and their representatives.

e. Reduction-in-force notices sent to civilian employees on authorized absence.

f. Final decisions of a contracting officer issued under the dispute clause of a government contract.

g. Other communication for which receipt is essential to create or preserve rights granted to the United States under a government contract.

h. Show cause or cure notices issued under the default clause of a government contract.

i. Final decisions of a contracting officer issued under the dispute clause of a government contract.

j. Traffic or driving violations.

k. Letters for revocation or suspension of installation driving privileges.

l. Adverse personnel actions for military and civilian personnel.

m. Illegally held identification cards.

n. Questionnaires to injured persons.

o. Dishonored Checks.

p. Items required by law, regulations, or other government agency rules with which the Navy must comply.

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q. Items specifically authorized by Chief of Naval Operations. For those items not specifically authorized by this instruction, activities are required to provide a copy of the law or specific authorization to the facility providing metering services. USPS return receipt is authorized for use on these items.

2. Certified mail will be prepared by the originating office in compliance with existing instructions, and presented to the RNMC for dispatch utilizing PS Form 3800 and/or PS Form 3877. The RNMC will sign for and dispatch all certified mail to the USPS.

3. Certified mail provides for a record of receipt by the Post Office and when delivered to the addressee. No continuous chain of receipts is maintained for certified mail. Certified mail is handled the same as first class or priority mail while in the Postal Distribution System.

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CHAPTER XXI

INSPECTIONS

1. Commanding Officer, Fleet and Industrial Supply Center (FISC), Norfolk (Supply/Logistics Program Manager) is responsible for the inspection of official material/mail handling and unit mailrooms, at activities under the applicability of this instruction. The inspection schedule will be as follows:
 - a. Official material/mail distribution centers: tri-annually.
 - b. Unit mail rooms: tri-annually.
 - c. Commands authorized direct use of postage stamps, pre-paid envelopes, stamped cards: bi-annually.
 - d. Commands operating metering equipment for the application of postage: annually.
2. All inspections will be combined with other regularly scheduled inspections whenever possible.
3. Inspection reports shall be filed and made available for review by higher authority upon request.
4. The enclosed inspection checklist (pages XXI-3 through 7), may be used for all inspections.

COMNAVREGMIDLANT (PM) INST 5218.2

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INSPECTION

CHECKLIST

	<u>Yes</u>	<u>No</u>
1. Official/Assistant Mail Manager		
a. Has an official mail manager/assistant mail manager been appointed in writing?	_____	_____
b. Has a copy of current appointment letter been provided to FISC Norfolk (Code 308)?	_____	_____
c. Are the official mail manager/assistant fully aware of their duties as outlined in current directives?	_____	_____
d. Has the official manager attended initial mail manager training?	_____	_____
e. Does the official mail manager maintain a file of all official material/mail quarterly bulletins?	_____	_____
2. Are current editions of the following publications and instructions on hand?		
a. Mail metering facilities		
(1) Domestic Mail Manual	_____	_____
(2) International Mail Manual	_____	_____
(3) DOD Official Mail Manual (DOD 4525.8 Series)	_____	_____
(4) Navy Official Mail Instruction (OPNAVINST 5218.7 Series)	_____	_____
(5) COMNAVREGMIDLANT (PM) INST 5218.2 Series	_____	_____
(6) COMNAVREGMIDLANT (PM) INST 5218.1 Series	_____	_____
(7) DOD Postal Manual VOL II (OPNAVINST 5112.5 Series)	_____	_____
(8) DON Postal Instruction (OPNAVINST 5112.6 Series)	_____	_____
(9) Postal Bulletins	_____	_____
(10) Postage Rates, Fees Chart (USPS Poster 103)	_____	_____

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	<u>Yes</u>	<u>No</u>
(11) Postal Zone Chart	—	—
(12) USPS Publication 25	—	—
(13) USPS Publication 28	—	—
b. All other activities		
(1) DOD Official Mail Manual (DOD 4525.8 Series)	—	—
(2) Navy Official Mail Instruction (OPNAVINST 5218.7 Series)	—	—
(3) COMNAVREGMIDLANT (PM) INST 5218.2 Series	—	—
(4) COMNAVREGMIDLANT (PM) INST 5218.1 Series	—	—
(5) DOD Postal Manual VOL II (OPNAVINST 5112.5 Series)	—	—
(6) DON Postal Instruction (OPNAVINST 5112.6 Series)	—	—
(7) USPS Publications 25	—	—
(8) USPS Publications 28	—	—
3. Mail Orderlies/Clerks		
a. Are all personnel who process, pick-up/deliver official material/mail and/or personal mail designated as an official mail orderly/clerk and issued DD Form 285?	—	—
b. Have all orderly/clerks received training in the proper handling of official material/mail and/or personal mail?	—	—
c. When relieved, is proper disposition made of DD Form 285?	—	—
d. Are copies of all DD Form 285's issued retained by the appropriate facility?	—	—
4. Security for Official Material/Mail and Personal Mail		
a. Is official material/mail/personal mail delivered only to properly designated orderlies/clerks?	—	—

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	<u>Yes</u>	<u>No</u>
b. Is access to the official material/mail processing area restricted to authorized personnel only?	_____	_____
c. Is the official material/mail processing area secured, with accountable access, during non-working hours.	_____	_____
d. Is all accountable material/mail secured, in accordance with appropriate directives, until delivery or dispatch.	_____	_____
e. Are USPS and FEDEX overnight material secured in accordance with the same regulations covering registered mail.	_____	_____
 5. Training		
a. Does the activity have a current official material/mail handling training course?	_____	_____
b. Does the activity publish periodical items concerning official material/mail preparation in Plan of the Day/Week, monthly newsletters, etc?	_____	_____
 6. Stamps, Pre-paid Envelopes & Stamped Cards		
a. Are all stamps, envelopes and stamped cards ordered from FISC Norfolk (Code 308)?	_____	_____
b. Are stamps inventoried monthly?	_____	_____
c. Is a usage log maintained to record stamp use?	_____	_____
d. Are stamps, envelopes, stamped cards, offered appropriate security to prevent unauthorized use?	_____	_____
e. Is dollar value of stamps, envelopes, stamped cards reported quarterly as required?	_____	_____
 7. Overnight/Expedited Service		
a. Is all use of expedited service reviewed and approved by the OMM or AOMM?	_____	_____
b. Is a file maintained showing OMM approval of expedited service?	_____	_____
c. Is the use of expedited service being denied on Friday or Thursday when Friday is a Holiday,	_____	_____

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Yes No

when pick-up by the recipient can not be
guaranteed on Saturday.

8. Navy Permit Mailing

- a. Is the OMM reviewing all uses of special permit mailings originated by the command? _____
- b. Does the OMM maintain a file of all statements of mailing with permit imprints (PS Form 3602)? _____
- c. Is a copy of PS Form 3602 signed by the Navy Mail Center prior to dispatch? _____

9. Business Reply Mail (BRM)

- a. Is the OMM reviewing all command request to utilize BRM? _____
- b. Does the OMM maintain a file on all BRM use within the command? _____

10. Mail Metering

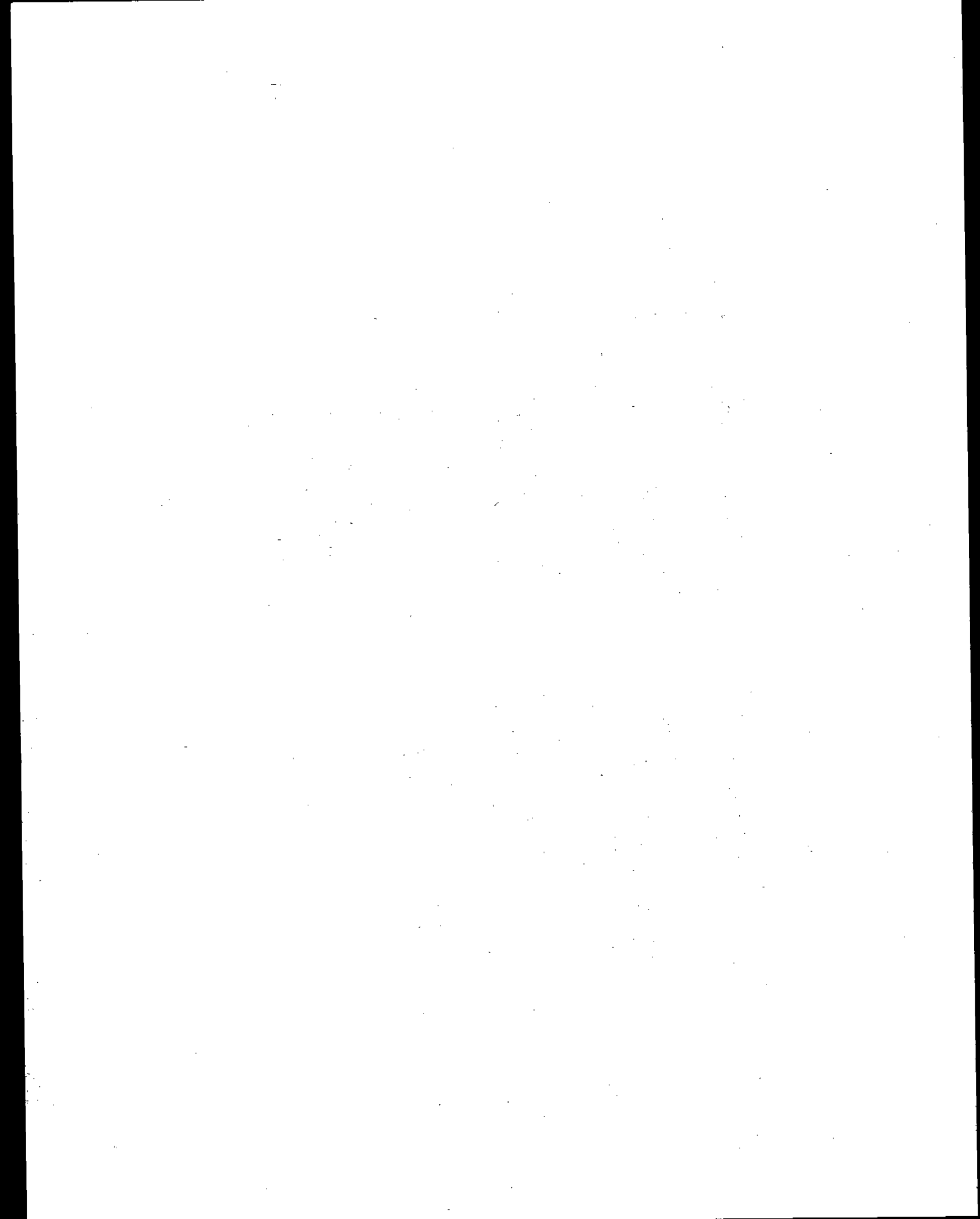
- a. Are valid postage meter licenses on hand? _____
- b. Are postage meters secured to prevent unauthorized use? _____
- c. Are daily records of postage use being maintained? _____
- d. For host commands, are separate records being kept for each separate activity for which mail is metered? _____
- e. Are reports available showing cost and piece count by class of mail? _____

11. Miscellaneous

- a. Is the use of correct addressing format enforced? _____
- b. Are chain of receipts maintained for all accountable mail? _____
- c. Is directory service being performed in accordance with all current regulations? _____
- d. Is the use of special postal services, _____

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	<u>Yes</u>	<u>No</u>
registration, certified, insured, etc., strictly enforced and in accordance with existing regulations?	_____	_____
e. Does the OMM periodically inspect outgoing mail to ensure compliance with regulations and policy?	_____	_____
f. Does the command have an official policy on restricting the receipt of personal mail?	_____	_____
g. Is the policy being enforced?	_____	_____



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CHAPTER XXII

REPORTING REQUIREMENTS

1. On a semi-annual basis, all commands having direct financial dealings with the USPS must submit a report of postage expenses via their chain of command. OPNAVINST 5218.7B contains the reporting format and additional details. The following area commands should be submitting this report, with a copy to FISC Norfolk (Code 308).

- a. Defense Finance Service Office, Norfolk
- b. Atlantic Division Naval Facilities Engineering Command
- c. Atlantic Intelligence Command
- d. Measure Operational Control Center
- e. Armed Forces Staff College
- f. Naval Ophthalmic Support Activity
- g. Naval Security Group Activity, Northwest
- h. Navy Medical Center, Portsmouth
- i. Space and Naval Warfare System Center, Chesapeake

2. Commands serviced by RNMC are not required to submit a report. The RNMC will submit a consolidated report for all commands serviced.

